

OFFICE OF CRIMINAL JUSTICE PLANNING

OFFICE OF THE DIRECTOR
1130 K STREET, SUITE 300
SACRAMENTO, CA 95814
(916) 324-9100

September 19, 1997

To : ALL INTERESTED PARTIES

Subject: VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION PROGRAM
REQUEST-FOR-PROPOSALS

The Office of Criminal Justice Planning (OCJP) is soliciting proposals from qualified applicants to enhance or create specialized units in prosecutor's offices in California which handle violent crimes against women that include one or more of the following: sexual assault, domestic violence, stalking, and elder abuse. It is anticipated that OCJP will select approximately 20 projects for funding. The total amount available for this program is \$2,212,087.

All proposals will be rated and ranked competitively with other proposals. Applicants are encouraged to read the RFP carefully to ensure proposals contain the required elements.

The RFP contains four sections: Information on the RFP process; General Instructions for preparing and submitting a proposal; Programmatic Instructions; and blank Proposal Forms. Failure to include all the required forms and documents may result in rejection of the proposal. OCJP will not advise individual applicants that their proposal is incomplete prior to its rejection.

All proposals must be received by OCJP no later than 5:00 p.m. on Tuesday, November 4, 1997. Proposals received after the due date and time will be ineligible for consideration. It is the responsibility of the applicant to ensure that the proposal is received at OCJP by the specified deadline. OCJP will not be responsible for any late or incomplete proposals due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is not sufficient.

If you have any questions concerning this RFP, please contact the Victim Witness Branch at (916) 324-9128.

Sincerely,

RAY JOHNSON
Executive Director

OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)
VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL

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OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP)
VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL (RFP)
PART I - INFORMATION ON THE RFP PROCESS

A. INTRODUCTION

This RFP provides information on how to prepare a proposal for grant funds in accordance with authorizing legislation and funding terms, conditions, and eligibility criteria established by OCJP. A complete proposal submitted to OCJP includes OCJP forms, technical documents, and project narratives.

OCJP is strongly committed to working closely with potential applicants to provide technical information on an RFP when requested. Contact information is provided in the Programmatic Instructions; however, OCJP staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of the RFP and the date that competitive proposals are due, OCJP can answer only technical questions about the RFP.

B. DETERMINING ELIGIBILITY

The first step in the application process should be to confirm that the applicant is eligible to receive funding for the program. Applicants should refer to the Programmatic Instructions for specific eligibility criteria.

Unless required by the Programmatic Instructions, documentation to support an applicant's eligibility (e.g., proof of nonprofit status) will not be required until an applicant has been selected for funding.

C. SELECTION OF PROPOSALS FOR FUNDING

1. Proposal Rating

All qualified proposals will be read and rated by a team usually consisting of three raters. The raters will assign a numerical score to each proposal. The raw score of each rater will be totaled and averaged to obtain a single score for the proposal. The averaged scores of all qualified proposals will then be ranked numerically to develop a ranked list for each program. The rating forms that will be used for this process are included in the Programmatic Instructions section. These forms are provided as information only and are not to be submitted with the proposal.

2. Funding Recommendations

Recommendations for funding will be based on the following:

- The ranked score of the proposal;

- Consideration of the funding priorities or geographical distribution of selected proposals as applicable to each program; and
- Prior administrative and programmatic performance and compliance as an OCJP-funded project, if applicable.

Projects that have been previously funded by OCJP will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) grant award conditions may be placed in the Grant Award Agreement.

Recommendations for funding are submitted to the Executive Director of OCJP who makes the funding decisions, **with the following exceptions:**

- The Executive Director of OCJP makes funding recommendations to the State Advisory Committee (SAC) on the Sexual Assault Victim Services/Prevention Program, which makes the final funding decisions in accordance with California Penal Code Section 13837; and
- The Executive Director of OCJP makes funding recommendations to the State Advisory Group (SAG) for the Juvenile Justice and Delinquency Prevention Program, which makes the funding decisions as authorized by the California Council on Criminal Justice in accordance with California Penal Code Section 13813.

3. Notification Process

All applicants submitting a proposal will be notified in writing of the results of the rating process. Projects selected for funding will simultaneously receive the OCJP Grantee Handbook and the Grant Award Forms Package, which includes additional forms and instructions. Applicants which are not selected for funding will receive a letter and information on the appeals process.

Applicants may appeal the denial of their proposal for funding by filing a written Notice of Intent to Appeal. The grounds for such an appeal are limited to specific facts demonstrating that the criteria and priorities enunciated in the RFP were not followed in making the funding decision regarding the appellant's proposal.

D. STANDARD PROJECT FUNDING AUTHORITY

Allocation of funds is contingent on the enactment of the state budget. OCJP does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring any expenditures. Any expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or, in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

OCJP Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the agreement.

E. PROCESSING GRANT AWARDS

1. Submission of Additional Materials

Upon selection of the projects to be funded, OCJP will send the Grant Award Forms Package to the grantee for completion prior to the finalization of the Grant Award Agreement. OCJP is not obligated to fund such projects until the applicant submits correctly completed documents required for the Grant Award Agreement. The final, completed, and approved application becomes the Grant Award Agreement when signed by OCJP's Executive Director or designee.

Two of the additional items to be submitted are the Assurance of Compliance (OCJP 656) and a resolution. Upon selection of projects to be funded, OCJP will send the Certification Form and specific details regarding Equal Employment Opportunity Program (EEOP) development, Drug Free Workplace Compliance, CEQA/Environmental Impact Compliance, and Lobbying and Debarment/Suspension requirements in the Grant Award Forms Package. Applicants selected for funding will then be required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies OCJP that the applicant will comply with all pertinent requirements.

If selected for funding, a resolution from the governing board or council, authorizing the applicant to enter into a Grant Award Agreement with OCJP, will be required for each Grant Award Agreement. Applicants selected for funding will be required to submit an original or a current certified copy of a resolution from the governing board or council. To avoid funding delays, an applicant selected for funding should immediately request that a resolution be placed on the agenda of the governing board or council.

2. Grant Award Conditions

OCJP may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OCJP.

3. Grant Award Agreement

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (OCJP 201) may be submitted for reimbursement.

4. Grant Award Amounts

Due to the limited amount of funds available, it may be necessary for OCJP to reduce the amount of the grant award from that requested by the applicant. In addition, OCJP reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OCJP will notify the applicant prior to executing the grant award.

F. ADMINISTRATIVE REQUIREMENTS

The following requirements will apply to all projects selected for funding. These requirements are explained below for your planning purposes.

1. OCJP Grantee Handbook

The Grantee Handbook will be provided to projects which are selected for funding. The Grantee Handbook contains administrative information and requirements necessary to implement the project. Grantees must administer their grants in accordance with the OCJP Grantee Handbook requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Progress Reports and Data Collection

Funded projects are required to participate in data collection and to submit reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OCJP will review these records for accuracy and compare them with the reported data submitted on the progress reports.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (OCJP 201)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (OCJP 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

4. Technical Assistance/Site Visits

Each project selected for funding is assigned a program specialist by OCJP to monitor the progress of the project in achieving its goals and objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Project should expect a site visit from the assigned program specialist within the first six months of the grant period. Projects must coordinate any changes to the project with the program specialist.

5. Monitoring Requirements

A monitoring visit is an on-site assessment by the OCJP Monitoring and Program Effectiveness Branch to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, and the Grantee Handbook. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's "source documentation" as substantiation for project goals, objectives, and activities.

6. Bonding Requirements

All private nonprofit organizations are required to obtain and send to OCJP a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OCJP-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Office of Criminal Justice Planning."

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50% of the total grant award and may have a deductible in an amount not to exceed \$1,000.

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract unless specifically required in the Programmatic Instructions of the RFP or grant award conditions.

7. Audit Requirements

All grantees must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the project budget section of the General Instructions.

8. Copyrights, Rights in Data, and Patents

OCJP reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any materials produced by activities supported by a Grant Award Agreement, and to authorize others to do so. Specifics are detailed in the OCJP Grantee Handbook provided with the Grant Award Forms Package to applicants selected for funding.

9. Source Documentation

The applicant, if selected for funding, will also be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the Programmatic Instructions. Projects will be required to have written job descriptions on file for all positions funded by OCJP detailing specific grant-related activities to achieve project objectives.

G. GLOSSARY OF TERMS

Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Grantee	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original proposal plus any additional forms as required by OCJP becomes the application. This application, once signed by OCJP and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-based Organization (CBO)	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code.
Competitive Bid	All suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist grantees in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement (application) between OCJP and the local government agency or organization authorized to accept grant funding. (See Application.)
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or

the Application for Continuation Funding (REAP/RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OCJP A301).

Grantee Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions.
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreement.
Nonprofit Organization	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code. The term is used synonymously with community-based organization.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OCJP grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or community-based organization.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OCJP which specified the priorities, strategies, and objectives of the applicant.

REAP	The Reapplication is a noncompetitive application issued by OCJP to projects which will be receiving continuation funding.
RFA	The Request for Applications is a noncompetitive application issued by OCJP.
RFP	The Request for Proposals is issued by OCJP to solicit competitive proposals relating to new funding.
Single Source	One supplier can be documented as being uniquely positioned to provide the service.
Sole Source	A specific supplier can be identified as the only supplier able to provide the services required by the department.
Supplanting	To reduce federal, state, or local funds because of the existence of OCJP funds. Supplanting occurs when a grantee deliberately replaces its non-OCJP funds with OCJP funds, thereby reducing the total amount available for the stated purpose.

**OFFICE OF CRIMINAL JUSTICE PLANNING
VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION PROGRAM
COMPETITIVE REQUEST FOR PROPOSAL**

PART II - GENERAL INSTRUCTIONS

This Request for Proposals (RFP) pertains to applications for Fiscal Year (FY) 1997/98. The terms and conditions described in this RFP supersede all previous RFPs and any conflicting provisions stated in the OCJP Grantee Handbook. **If the Programmatic Instructions for the proposal conflict with the General Instructions, the Programmatic Instructions prevail.**

This RFP contains all of the instructions and forms necessary to submit a proposal. The applicant will not need separate program guidelines or the OCJP Grantee Handbook in order to prepare a proposal. The OCJP Grantee Handbook will only be sent to agencies which have been selected for funding.

A. STRUCTURE OF THIS RFP

This RFP has been printed in a way that will allow the user to take the document apart and reproduce any necessary pages. OCJP authorizes reproduction of this document in part or in whole. The document is comprised of four main sections.

- **PART I - INFORMATION ON THE RFP PROCESS:** This section provides information concerning the process by which an applicant submits a proposal, the process OCJP uses to select proposals, and the administrative requirements of successful applicants once selected for funding.
- **PART II - GENERAL INSTRUCTIONS:** This section provides general instructions for the preparation of a proposal.
- **PART III - PROGRAMMATIC INSTRUCTIONS:** This section provides specific instructions pertaining to the program..
- **PART IV - PROPOSAL FORMS:** This section contains all the forms needed to complete the proposal and corresponds with both the general and programmatic instructions. A clean set of these forms should be maintained for use as master copies. Precious time may be lost contacting OCJP to request additional blank copies of forms.

In order to prepare a proposal, an applicant must comply with all of the instructions in **both** the General Instructions and the Programmatic Instructions. We recommend that the applicant

agency **maintain a clean copy** of each of the sections of this RFP for future reference.

B. PREPARING A PROPOSAL

When completed, a proposal should be comprised of the following five components:

- Grant Award Face Sheet (OCJP A301)
- Preference Points Certification Form
- Project Narrative
- Budget Narrative and Project Budget (OCJP A303a-c)
- Proposal Appendix

NOTE: Failure to include all of the required components may result in a reduced score or disqualification. OCJP will not advise applicants that their proposal is incomplete prior to rating or disqualification.

The instructions in this section correspond to each of the proposal components. These instructions also correspond to the forms provided in Part IV, which apply to the same five proposal components.

Applicants should use the forms provided or computer-generated forms, and plain white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OCJP forms and must not allow the applicant more space than that provided on the OCJP forms. The Programmatic Instructions may specify a space limitation. If a space limitation is specified, strict adherence to the space limitation is required. Information submitted in excess of the space limitation **will not be read or rated**.

Proposals should be typed or computer-generated. Typed or computer-generated characters should be no smaller than the equivalent of standard 12 pitch print. **Applicants are encouraged to double space proposals.** Page size should not exceed standard 8 1/2 x 11 inch paper.

Copies of the proposal should be assembled separately and individually fastened in the upper left corner. **DO NOT BIND PROPOSALS.**

C. SUBMITTING A PROPOSAL

In order to submit a proposal, applicants must deliver the proposal to OCJP by the deadline.

- **Deliver the proposal to OCJP:** Applicants should submit one original and three copies

of the proposal. Applicants must mail or hand deliver proposals to:

Office of Criminal Justice Planning
1130 K Street, Suite LL60
Sacramento, California 95814
Attn: (Specify Program Name from Programmatic Instructions)

Please note the following:

1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. Please note that K Street is a pedestrian mall at this location.

Indoor parking structures are located on the east side of 12th Street between K and L Streets and on 10th Street between K and L Streets. Street parking is limited and requires quarters for parking meters.

Once you enter the building at 1130 K Street, take the elevator to the Lower Level and deliver the proposal to LL60. The proposal will be date stamped and you may request a receipt.

- **By the deadline:** The deadline for submission is specified in the Programmatic Instructions. **Proposals received after the deadline will not be considered for funding.** All proposals will be date and time stamped upon receipt at OCJP. It is the responsibility of the applicant to ensure that the proposal is received at OCJP by the specified deadline. OCJP will not be responsible for late or incomplete proposals due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is not sufficient. OCJP will not accept electronic facsimiles (fax) of the proposal. Materials submitted after the deadline will not be considered during the rating process. OCJP will not notify applicants regarding omissions or accept any late additions to a proposal.

D. GRANT AWARD FACE SHEET (OCJP A301)

1. **Administrative Agency:** Enter the complete name of the unit of government or private nonprofit organization that is applying for funding (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau, Inc.), also referred to as the "grantee."
2. **Implementing Agency:** Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Probation Department, District Attorney, Sheriff), and the contact person's name, address, and phone number.
3. **Project Title:** Enter the complete title of the project. Do not use acronyms. Do not

exceed 60 characters, including spaces and punctuation.

4. **Project Director**: Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.
 5. **Financial Officer**: Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. Warrants for the project will be mailed to the address shown for the financial officer. This information must be limited to four lines.
 6. **Award Number**: Leave blank (to be completed by OCJP).
 7. **Grant Period**: Enter beginning and ending dates of funding as specified in the grant application instructions.
 8. **Federal Amount**: If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
 9. **State Amount**: If applicable, enter the amount of state funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
 10. **Cash Match**: If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
 11. **In-Kind Match**: If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
 12. **Total Project Cost**: Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.
 13. **Official Authorized to Sign for Applicant/Grantee**: Enter the signature, name, title, address, and telephone number of the person authorized by applicant's governing body in the resolution, by position or title, to sign and execute the grant award.
- E. PREFERENCE POINTS CERTIFICATION FORM** (A copy of this form is included in this RFP.)

California Government Code Section 7093 requires OCJP to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas that have been

identified to receive state contract preference points due to high unemployment, lower incomes, and population density. The goal of the Enterprise Zone program is to stimulate growth in economically distressed areas. Five percent of the total possible points awarded will be added to the proposal for applicants that specifically target a designated zone for services. Two percent will be added to the proposal for applicants whose service area includes a zone, but who do not specifically target the area for services.

A list of Enterprise Zones, addresses, and telephone numbers of contacts is presented below. Applicants eligible for preference points must provide certification of eligibility by the appropriate agency. Self-certification is not allowed. A certification form is provided in this RFP. **Preference points do not apply to statewide projects.**

ENTERPRISE ZONE CONTACTS

(Updated March 1,1997)

California Trade & Commerce Agency	(916) 322-3432 FAX 322-7214	Enterprise Zone Program 801 K Street, Ste. 1700 Sacramento, CA 95814
COMMUNITY	PHONE	ADDRESS
AGUA MANSA		
Riverside County	(909) 275-6683 Fax 275-6686	Riverside County Econ. Dev. Agency 3525 14th Street Riverside, CA 92501
San Bernardino County	(909) 388-0832 Fax 388-0844	Dept. of Community & Econ. Dev. 290 North D Street, 6th Floor San Bernardino, CA 92415-0040
City of Riverside	(909) 782-5519 Fax 782-5752	City Manager's Office 3900 Main Street, 7th Floor Riverside, CA 92522
City of Colton	(909) 370-5167 Fax 783-2656	Redevelopment Agency 552 N. LaCadena Drive Colton, CA 92324
City of Rialto	(909) 820-2528 Fax 820-2683	Dept. of Economic Development 150 South Palm Avenue Rialto, CA 92376
ALTADENA/PASADENA		
Pasadena	(818) 405-4761 (818) 405-4773	100 North Garfield, Ste. 224 Pasadena, CA 91109
Altadena	(213) 890-7422 (213) 890-8585	Los Angeles County CDC 2 Coral Circle Monterey Park, CA 91755-7432
ANTELOPE VALLEY	(805) 267-5125 (213) 267-5155	Economic Development 950 East Palmdale Blvd., Ste. E Palmdale, CA 93550
BAKERSFIELD/KERN		

Kern County	(805) 862-5050 Fax 862-5052	Community Development Dept. 2700 M Street, #250 Bakersfield, CA 93301-2346
City of Bakersfield	(805) 326-3765 Fax 861-8326	Econ. and Community Dev. Dept. 515 Truxton Avenue Bakersfield, CA 93301
CITY OF CALEXICO	(619) 768-2177 Fax 357-5864	608 Heber Avenue Calexico, CA 92231
COACHELLA VALLEY	(619) 391-5176 Fax 391-5178	Coachella Valley Enterprise Zone Authority 790 Vine Avenue Coachella, CA 92236
DELANO	(805) 721-3340 Fax 721-2135	City of Delano 1015 11th Avenue Delano, CA 93215
EUREKA	(707) 441-4216 Fax 441-4138	City of Eureka 531 K Street Eureka, CA 95501-1165
FRESNO	(209) 233-2564 Fax 233-2156	Fresno EDC 2344 Tulare Street Ste 100 Fresno, CA 93721
KINGS COUNTY	(209) 582-4326 Fax 582-7908	Crown Economic Development Corp. 1222 W. Lacey Blvd. Ste. 101 Hanford, CA 93230
LINDSAY	(209) 562-7117 Fax 562-7139	Lindsay Community Dev. 251 E. Honolulu Street Lindsay, CA 93247
LONG BEACH	(310) 570-3871 Fax 570-3897	City of Long Beach 200 Pine Avenue., 4th floor Long Beach, CA 90802
LOS ANGELES, CENTRAL CITY AND LOS ANGELES, NORTHEAST VALLEY	(213) 485-2956 Fax 237-0551	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES, EASTSIDE	(213) 485-4767 Fax 237-0551	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES, HARBOR AREA	(213) 485-2956 Fax 237-0551	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles, CA 90014
LOS ANGELES, WATTS County of Los Angeles	(213) 890-7203 Fax 890-8585	Community Development Commission #2 Coral Circle Monterey Park, CA 91755
City of Los Angeles	(213) 485-5725 Fax 237-0551	City of Los Angeles Community Development Dept. 215 W. 6th Street, 3rd Floor Los Angeles CA, 90014

Huntington Park	(213) 584-6258 Fax 588-4577	Community Redevelopment Agency 6550 Miles Avenue Huntington Park, CA 90255
Lynwood	(310) 603-0220-X253 Fax 639-6957	Community Development Department 11330 Bullis Road Lynwood, CA 90262
South Gate	(213) 563-9562 Fax 567-0725	Community Development Dept. 8650 California Avenue South Gate, CA 90280
MADERA	(209) 675-7768 Fax 675-3252	Madera County Industrial Dev. Corp. 425 Gateway Drive, Ste. M Madera, CA 93637
MERCED/ATWATER Merced County	(209) 725-3800 Fax 383-4959	Merced County Dept. of Economic Development 1632 N Street Merced, CA 95340
City of Atwater	(209) 357-6340 Fax 357-6363	City of Atwater, Redevelopment Agency 750 Bellevue Road Atwater, CA 95301
City of Merced	(209) 385-4788 Fax 723-1780	City of Merced 678 West 18th Street Merced, CA 95340
OAKLAND	(510) 238-6430 Fax 238-3691	Community & Economic Development Agency 1333 Broadway, 9th Floor Oakland, CA 94612
OROVILLE	(916) 538-2433 Fax 538-2426	City of Oroville 1735 Montgomery Street Oroville, CA 95965
PITTSBURG	(510) 439-3505 Fax 439-7654	City of Pittsburgh 340 Marina Blvd. Pittsburg, CA 94565
PORTERVILLE	(209) 782-7466 Fax 781-6437	City of Porterville P.O. Box 432 291 N. Main Street Porterville, CA 93258
RICHMOND	(510) 307-8140 Fax 307-8149	City of Richmond Redevelopment Agency 330 25th Street Richmond, CA 94804
SACRAMENTO - NORTHGATE, FLORIN/PERKINS, ARMY DEPOT	(916) 440-1399 Fax 443-8872	Sacramento Housing and Redevelopment P.O. Box 1834 630 I Street, #250 Sacramento, CA 95812-1834
SAN DIEGO-SAN YSIDRO/OTAY MESA, SE BARRIO LOGAN	(619) 236-6005 Fax 236-6512	Economic Dev. Services 202 C St., MS3-A San Diego, CA 92101-3863

SAN FRANCISCO	(415) 749-2511 Fax 749-2590	Mayor's Office of Economic Planning and Development 770 Golden Gate Ave., 2nd Fl. San Francisco, CA 94102
SAN JOSE	(408) 277-5880 Fax 277-3615	Office of Economic Development 50 W. San Fernando, Suite 900 San Jose, CA 95113
SANTA ANA	(714) 647-6987 Fax 647-6549	City of Santa Ana 20 Civic Center Plaza, M-35 Santa Ana, CA 92701
SHAFTER	(805) 746-6365 Fax 746-0607	City of Shafter 336 Pacific Avenue Shafter, CA 93263
SHASTA METRO (Redding/Anderson)	(916) 225-5300 Fax 225-5303	Shasta County EDC 737 Auditorium Dr., Suite D Redding, CA 96001
SHASTA VALLEY (Siskiyou County)	(916) 842-1638 Fax 842-2685	Siskiyou County 1512 S. Oregon Yreka, CA 96097
STOCKTON	(209) 937-8530 Fax 937-8904	City of Stockton 425 N. El Dorado Street Stockton, CA 95202-1997
WATSONVILLE	(408) 728-6152 Fax 763-4114	Housing and Economic Dev. P.O. Box 50000 Watsonville, CA 95077-5000
WEST SACRAMENTO	(916) 373-5843 Fax 373-5848	Dept. of Economic Development 150 South Palm Avenue Rialto, CA 92376
YUBA/SUTTER	(916) 741-6248 Fax 742-7835	1364 Sky Harbor Drive Marysville, CA 95901

F. PROJECT NARRATIVE

The project narrative is the main body of information which describes the applicant, the need for funding, and the plan to address a community problem/issue through appropriate and achievable objectives and activities. Instructions for preparing the project narrative are contained in the Programmatic Instructions.

G. PROJECT BUDGET

This section provides standard requirements and instructions for preparing the budget. Refer to the Programmatic Instructions for additional instructions or requirements specific to the program.

The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include only those items covered by grant funds, including

match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget any matching funds in excess of the required match. All budgets are subject to OCJP modifications and approval.

OCJP requires the applicant to develop a line-item budget which will enable them to meet the requirements of the grant, ensure the successful implementation of the project, and be cost effective. Applicants are thus instructed to prepare a realistic and prudent budget. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

1. Budget Narrative

All applicants are required to submit a budget narrative as part of the proposal budget. The budget narrative should be typed and placed in the proposal in front of the budget pages. In the budget narrative:

- Describe how the project's proposed budget supports the stated objectives and activities in the project.
- Discuss how funds are allocated to minimize administrative costs and support direct services.
- Describe the duties of project-funded staff, including any qualifications or education level necessary to the job assignment.
- Discuss how project-funded staff duties and time commitments support the proposed objectives and activities.
- Discuss any proposed staff commitment/percentage of time to other efforts, in addition to this project.
- Discuss the necessity of any subcontracts and any unusual expenditures.
- Discuss any mid-year salary range adjustments.

2. Budget Policy

- a. Supplanting Prohibited:** Grant funds must be used to supplement existing funds

for program activities and not replace those funds which have been appropriated for the same purpose. If selected for funding, a written certification must be provided to OCJP that the grant funds will not be used to supplant state or local funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

- b. Project Income:** Project income, such as client fees and fees for services provided by the grantee (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant, unless otherwise specified in the Programmatic Instructions. Project income cannot be used as matching funds, unless otherwise specified in the Programmatic Instructions.
- c. Sole/Single Source Requests:** A competitive bid process is required to purchase any equipment or consultant services with grant funds. Sole/single source approval is required prior to the purchase of equipment in excess of \$2,500 without using a competitive bid process, or to hire a specific consultant charging over \$2,500 without using a competitive bid process. Local units of government may use their approved procurement policy. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Although not recommended, whenever a specific individual/organization name is identified in the project budget, a sole/single source request will be required. OCJP will provide assistance in submitting a sole/single source request if the proposal is selected for funding and if OCJP determines that it is in the best interest of the project.
- d. Training:** Budget for all anticipated training related to the project. All applicants must budget for a minimum of one OCJP-sponsored training session during the grant year. Applicants must also include sufficient per diem and travel allocations for persons to attend all required OCJP training conferences or workshops listed under the Programmatic Instructions. If several staff will be attending the same event, budget for the total number of people. A minimum of two project staff from each participating agency must attend each training conference. Applicants should budget a minimum of \$200 for registration fees for each person, plus the state per diem rate.
- e. Match Policies:** The following information is provided to clarify match policies and to assist the applicant in the calculation of the match.

The specific Programmatic Instructions may specify a cash or in-kind match. The match must be from a source other than state or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personnel, operating expenses, or equipment are considered a match if not in violation of the prohibition on

supplanting. All of the match specified in the budget will become part of the grant award. Specific instructions for calculating the match are provided below.

1) State Funds Matching State or Federal Funds: State and/or federal funds can be used to match other state and/or federal funds only if all of the following conditions have been met:

- a) The other funding source does not prohibit this practice;
- b) The funds are to be used for identical activities (e.g., to augment the project); and
- c) The project has obtained prior written approval from OCJP, or specific Programmatic Instructions allow this practice.

2) Type of Match

- **Cash Match**

Cash match, also known as hard match, is revenue from a source other than state or federal funds that is budgeted for the project. Cash match is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations, or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered cash match if not in violation of the prohibition on supplanting.

- **In-Kind Match**

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's noncash outlay, including the noncash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

3) Calculating Match: There are two possible methods of calculating a match. If a match is required, the method of calculation is specified in the Programmatic Instructions. Generally, match requirements are based on a percentage of the funds allocated or on a percentage of the total project costs. The following information is provided to assist the applicant in calculating the required match.

- a) **Percent of Allocation:** With this method, the actual amount of the match is based on the funds allocated. Use the amount of grant funds requested as the allocation in calculating the match. Multiply the allocation requested by the percentage match required. **For example:** If a 10% match is required and the allocation requested is \$100,000; multiply the \$100,000 by .10 = \$10,000 match required.

- 10% MATCH BASED ON PERCENT OF ALLOCATION

Grant Amount	=	\$100,000
Percent of Cash Match	=	10%
Multiply \$100,000 by .10	=	\$10,000 (amount of match)

- b) **Total Project Cost:** With this method, the actual amount of the match is based on the total project cost. If the total project cost is known and is within the funding limits, simply multiply that amount by the percentage of match to obtain the match amount. If the total project cost is not known, calculate the match based on the following procedures:

- Deduct the percent match required from 100% to arrive at the figure by which the grant award amount will be divided. For example, if the match requirement is 10% of the total project cost, deduct 10% from 100% which equals 90% (.90) balance.
- To calculate the percent match, divide the grant award amount by the percent balance, then subtract the grant award amount to determine the local match. For example, to calculate a 10% percent match, divide the grant award amount by 90% which determines the total project cost, then subtract the grant award amount. The following example is provided to further assist in calculating the match based on total project cost.

- 10% MATCH BASED ON TOTAL PROJECT COST

Funds Awarded	=	\$100,000
Funds Awarded ^ .90	=	\$111,111 (total project cost)
	then	
Total Project Cost		\$111,111
Minus Grant Award Amount		<u>-100,000</u>
Total Project Match Required		\$ 11,111

3. Specific Budget Categories

There is a separate form in the Proposal Forms section for each of the budget categories listed below. This section contains standard instructions for completing those forms.

Refer to the Programmatic Instructions for budget policy specific to the program when completing each section of the budget. Specific programmatic budget instructions supersede these general instructions.

There are three budget categories in the proposal budget:

- Personal Services - Salaries/Employee Benefits
- Operating Expenses
- Equipment

Each budget category requires line-item detail which addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services - Salaries/Employee Benefits (OCJP A303a) A copy of this form is included in the Proposal Forms section.

- 1) Salaries:** Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other staff are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding, contract, or operational agreement. Such documentation must be kept on file by the grantee and made available for review during an OCJP site or monitoring visit or audit. However, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Personal Services Category. In either case they may be salaried or hourly, full- or part-time positions.

Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

- 2) **Benefits:** Employee benefits must be identified by type and percentage of salaries. Applicants may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, if negotiated as a part of the employee benefit package, are allowable budget items.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full- or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1-1/2 clerical positions).

3) **Prohibited Expense Items**

- a) **Bonuses/Commissions:** Projects are prohibited from paying any bonus or commission to any individual, organization, or firm.

b. **Operating Expenses (OCJP A303b)** A copy of this form is included in the Proposal Forms section.

- 1) **Allowable Expenses:** Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries and benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be incurred (realized) during the grant period.

The following items fall within this category: consultant services, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category.

2) **Prohibited Expense Items**

- a) **Lobbying:** OCJP grant funds cannot be used for lobbying activities.

- b) **Fundraising:** OCJP grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.
- c) **Real Property and Improvements:** Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the Programmatic Instructions.
- d) **Interest:** The cost of interest payments is not an allowable expenditure.
- e) **Food and Beverages:** The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.
- f) **Weapons and Ammunition:** The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the Programmatic Instructions.
- g) **Membership Dues:** The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the Programmatic Instructions.
- h) **Professional License:** The cost of a professional license is not an allowable expenditure unless specifically authorized in the Programmatic Instructions.
- i) **Annual Professional Dues or Fees:** The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the Programmatic Instructions.
- j) **Charges, Fees and Penalties:** Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.
- k) **Depreciation:** Depreciation charges are not allowable expenditures.

3) Travel

a) Selection of Travel Policy

Applicants may prepare the budget using their own travel policies or the state travel policies according to the following guidelines. Travel reimbursements will only be allowed based on actual costs.

- **Units of Government:** Units of government may use their own written travel policy or the state policy.
- **Private Nonprofit Organizations:** A private nonprofit organization that submits a proposal to OCJP may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b) State Travel Policies

Use the following state travel policies for budgeting travel expenses:

- **Out-of-State Travel:** Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.
- **Mileage:** When a privately owned vehicle is utilized on project-related business, a maximum of 24 cents per mile is allowed, unless a higher rate is justified. This documentation must be on file and available for audit, but should not be submitted with the proposal.
- **Meals and Incidentals**

Breakfast \$5.50: Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

Lunch \$9.50: Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

Dinner \$17.00: Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

Incidentals \$5.00: Incidentals may be claimed for trips of 24 hours or

more.

Total: \$37.00

- **Lodging:** Statewide without a lodging receipt is \$24.99.

Statewide with a lodging receipt is the actual lodging expense up to \$79.00, plus applicable taxes.

- **Other:** Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt.

Parking in excess of \$6.00 must be supported by receipt.

- 4) **Consultant Services:** Consultant services are provided on a contractual basis by individuals or organizations that are not employees of the applicant (see Personal Services-Salaries). Consultants must not be used in lieu of employees. Consultants are defined as individuals or organizations that meet some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the applicant;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

- a) **Consultant Rates:** The maximum rate for consultants is \$250 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$250 a day requires PRIOR APPROVAL and additional justification.

- **Consultants Employed by State and Local Government:**
Compensation for these consultants will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b) Expert Witness Fees: Prosecution or criminal defense projects which routinely utilize "expert witnesses" as consultants to conduct evaluations and provide expert testimony in the courtroom may budget for this expense. However, the grant may only be charged for costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed 10% of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.
- Specialized certification/licensure (e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage, Family, and Child Counselor (MFCC); Medical Doctor (MD)).
- Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current "going rate," and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).
- Indicate why this cost cannot be paid with county funds. Attach a written justification to OCJP A303b.

5) Facility Rental: Up to \$18 per square foot annually (\$1.50 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

6) Rented or Leased Equipment: If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost effective to rent or lease the equipment than it is to purchase it and must be approved by OCJP prior to the execution of any rental or lease agreement.

7) Indirect Costs/Administrative Overhead: Indirect costs are those not readily

itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

Flat rates not exceeding 10% of personnel salaries (excluding benefits and overtime) or 5% of total direct project costs (excluding equipment) may be budgeted by applicants for indirect costs.

- 8) Audits:** An audit is required for all OCJP recipients expending \$25,000 or more of OCJP grant awards. Applicants may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$1,500 for the financial audit costs; or

If the total amount of the grant is greater than \$150,000, the applicant may budget up to 1% of the total grant for financial audit costs.

- c. Equipment (OCJP A303c)** A copy of this form is included in the Proposal Forms section.

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laserjet printers should be one line item, not three).

- 1) Allowable Expenses:** Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost effectiveness, with the Grant Award Forms Package. Prior approval by OCJP is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the grantee at the end of the grant

period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

2) Computers

- a) **Nonprofit Organizations:** Applicants from nonprofit organizations may budget up to \$25,000 in computer equipment, software, and related costs. Completion of a Computer Purchase Face Sheet with attached justification is required. Instructions for this requirement are included below. If the proposal is selected for funding, OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase.
- b) **Units of Government:** Applicants from units of government may budget for computer equipment, software, and related costs. Completion and submission of the requested information contained on a Computer Purchase Face Sheet with attached justification are required. If the proposal is selected for funding, OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase. If federal grant funds totaling in excess of \$50,000 are used for automated data processing purchases, prior federal approval is also required.
- c) **Computer Purchase Request and Justification:** Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Use a Computer Purchase Face Sheet to request the purchase of automated systems/computers. (A copy of this form is included in the Proposal Forms section.) Attach a justification using as many pages as necessary to answer the following question(s). Include sufficient information to explain the requested system/computer. The amount of information necessary will be determined by the complexity of the proposed system.

If the total proposed computer system cost is under \$10,000, answer the following question:

- What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.

If the total proposed computer system cost is \$10,000 or over, also answer the following questions:

- Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description, please be specific as to type and location of hardware/software and how the system will be operated and maintained.
- Will the proposed system design meet not only your current, but future needs? Describe in detail.
- Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
- Do you plan on integrating this system with existing city, county, regional, or statewide networks? Explain both yes and no responses in detail.

For criminal justice agencies, also answer the following questions:

- Does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OCJP for additional information regarding SINS requirements.
- Does the proposed system include intelligence data subject to 28 CFR Part 23 of the Code of Federal Regulations? Contact Western States Information Network (WSIN) regarding these requirements and have them sign the certification of compliance.

By submitting this request along with the signed Grant Award Face Sheet, the project director certifies that all resources (e.g. hardware, software, personnel, and telecommunications) to be utilized by this project are in compliance with all applicable standards, policies, and procedures for automated systems as contained in the agency's local policies and operating procedures. The Computer Purchase Face Sheet and justification should be placed in the proposal appendix.

- 3) Automobiles:** Automobiles may be allowable budget items unless prohibited by the Programmatic Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct

service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OCJP at a site visit and by the auditor during the required annual audit.

H. PROPOSAL APPENDIX

The proposal appendix provides OCJP with additional information from the applicant to support components of the proposal. Please refer to the Programmatic Instructions for specific requirements.

**OFFICE OF CRIMINAL JUSTICE PLANNING
VIOLENCE AGAINST WOMEN ACT (VAWA)
S*T*O*P* (SERVICES*TRAINING*OFFICERS*PROSECUTORS)
VIOLENCE AGAINST WOMEN
VERTICAL PROSECUTION PROGRAM**

PROGRAMMATIC INSTRUCTIONS

A. PROPOSAL DUE DATE

THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:

DATE: Tuesday November 4, 1997

TIME:No later than 5:00 p.m.

B. CONTACT INFORMATION

These Programmatic Instructions are to be used in conjunction with the General Instructions Section of this Request for Proposal (RFP). If you have not received Parts 1 - 4 of these sections, call OCJP at (916) 324-9100.

If you have any questions regarding the Violence Against Women Vertical Prosecution (VAW-VP) Program RFP's, please contact the Victim Witness Branch at (916) 324-9128.

C. ELIGIBILITY CRITERIA

To receive funding under this program, applicants must be either a city or county with the implementing agency a District Attorney's Office, or a City Attorney's Office that prosecutes criminal offenders. Implementing agencies may have either an existing, or a newly created specialized unit handling violent crimes against women, which includes one or more of the following crimes, sexual assault, domestic violence, stalking, or elder abuse.

D. FUNDING CYCLE AND DURATION

There is \$2,212,087 available for this program. OCJP will select approximately 20 projects for funding in an amount ranging from \$90,000 to \$180,000 depending on the population of the proposed service area. Refer to the County Populations by Jurisdiction Table (page 38) and the funding categories below in order to determine the funding level for which the applicant agency may apply:

Service Area Population

Maximum Funding Level

3,000,000 and above	\$180,000
1 million to 2,999,999	\$140,000
500,000 to 999,999	\$110,000
200,000 to 499,999	\$105,000
under 200,000	\$ 90,000

OCJP reserves the right to select from the highest ranking applicants within each population grouping in order to give consideration to geographic distribution, need and underserved populations.

A 25 percent match based on the total project costs is required for this program. The match may be met through cash or in-kind services. Cash match cannot be derived from other Federal funds. Refer to the general instructions for this RFP for details on computation of match.

Projects selected for award will be funded for a three-year period, the first of which will commence January 1, 1998 and end December 31, 1998. An application for continuation funding must be submitted for the second and third year. Continuation funding is contingent upon satisfactory performance and subject to the availability of funds.

E. PROGRAM INFORMATION

SOURCE OF FUNDS

The Violent Crime Control and Law Enforcement Act of 1994, signed into law by President Bill Clinton on September 14, 1994, amended the Omnibus Crime Control and Safe Streets Act of 1968 and created the VAWA, Title IV, Section 40121. The only program created by VAWA funded in Federal Fiscal Year (FFY) 1995 was the Law Enforcement and Prosecution Grant Program (renamed S*T*O*P* Services* Training* Officers* Prosecutors Formula Grant Program]). The purpose of this grant program is to assist state and local governments in developing and strengthening effective law enforcement strategies to combat violent crimes against women.

The S*T*O*P* Formula Grant Program further requires that priority be given to areas within the state of varying geographic size with the greatest showing of need.

Program Purpose

The purpose of the RFP is to solicit proposals for projects to enhance or create specialized units in prosecutor's offices in California which handle violent crimes against women that include one or more of the following: sexual assault, domestic violence, stalking, and elder abuse. (Elder abuse is defined as any sexual or physical abuse by an intimate partner/family member on older women. No financial or hired caretaker or care home abuse is an allowable target.)

These funds may not be used to duplicate prosecutor's activities funded by the Spousal Abuser Prosecution Program authorized in Penal Code 273.8-273.88, currently administered by the California Department of Justice.

Methods of Vertical Prosecution

The VAW-VP units receiving funds under this program shall concentrate prosecution efforts and resources upon individuals accused of violent crimes against women.

The primary organizational and operational techniques that have proven highly successful for vertical prosecution programs are:

- 1 True vertical prosecution, where the same prosecutor is assigned a case from the initial filing through sentencing;
- 2 The assignment of highly qualified prosecutors and investigators to a specific category of cases; and
- 3 The reduction of caseloads for program prosecutors and investigators.

Vertical Prosecution - The prosecutor or prosecution unit, making the initial filing or appearance in a case performs all subsequent court appearances on a particular case through to its conclusion, including the sentencing phase. OCJP recognizes the following degrees of vertical prosecution:

- (a) True Vertical Prosecution - The same prosecutor files the charges, OR makes the first appearance, after the defendant is identified as meeting necessary criteria, AND makes all subsequent court appearances through the sentencing stage.
- (b) Major Stages Vertical Prosecution - The same prosecutor files the charges, OR makes the first appearance, after the defendant is identified as an individual meeting necessary criteria, and all significant appearances, such as preliminary hearing, trial, sentencing, contested motions affecting bail, admissibility of evidence, dismissal of charges, change of venue, motions to sever or consolidate, discovery, setting aside the verdict, or motions concerning search warrants.
- (c) Unit Vertical Prosecution: Based upon extraordinary circumstances, such as: court conflicts, scheduling conflicts requiring appearances at two or more places at one time, geographic location of hearing, illness or absence due to unavoidable circumstance, the principal prosecutor who filed the charges, OR made the first appearance, after the defendant was identified as an individual meeting necessary criteria, is assisted by no more than one other unit attorney. A back-up attorney must be designated for the award period.

Investigation

Projects may fund part-time or full-time qualified investigators to support this program purpose.

Victim Services

Victim services may be provided to victims and their families in cases accepted by the specialized unit. Projects may contract for services with established victim service providers, or fund part-time or full-time victim advocates to provide services to victims in cases prosecuted by project prosecutors. VAW-VP project victim advocate services must assist the victim through the legal process. Victim advocates providing services to victims of sexual assault must meet the criteria established in Evidence Code Section 1035. Victim advocates providing services to victims of domestic violence must meet the criteria established in Evidence Code Section 1037. Victim advocates providing services to all other categories of victims must meet the minimum standards established in the California Penal Code Section 13835.10 for Victim/Witness Assistance Centers.

Operational Agreements

All applicants will be required to submit an Operational Agreement which includes the signature of each executive officer of cooperating agencies. At a minimum this will include, the executive director or agency head of each rape crisis center and domestic violence shelter in the project area. Projects are encouraged to include local law enforcement in this agreement.

Required Service Standards

1. Prosecutors

VAW-VP Program funded prosecutors must meet the following minimum criteria:

- a. A deputy district or deputy city attorney who has completed one or more years of felony trial experience; and
- b. Attended the California District Attorney Association (CDAA) program specific training which directly relates to the targeted focus of the applicant agency's proposed project (sexual assault, domestic violence, stalking, elder abuse, or VAWA trial advocacy) prior to initiating project prosecutions or, if unable to attend, is scheduled to complete the training within six months of the date of project implementation; or
- c. One or more years of experience prosecuting sexual assault, domestic violence, stalking or elder abuse cases.

2. Investigators

VAW-VP Program funded investigators must meet the following minimum criteria:

- a. An investigator with at least one year experience in investigation of felonies or specifically listed felonies involving crimes of a violent nature; or
- b. An investigator who has been selected to receive specified training, or an individual who has attended equivalent training approved by OCJP to enhance his/her investigative skills in the area of sexual assault, domestic and family violence, stalking or elder abuse.

3. Victim Advocate

VAW-VP Program funded victim advocates must meet the following minimum criteria:

- a. Must have a minimum of two years of appropriate training, education, and/or experience, which would provide the required knowledge and skills and have been in a position involving the provision of victim services or peer counseling.
- b. Must have the ability to communicate effectively orally and in writing with individuals and groups, public, private and governmental agencies, particularly criminal justice agencies.
- c. Must have the ability to communicate and deal effectively with individuals and groups in stress situations.
- d. Must have the ability to work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
- e. Must have the ability to demonstrate sensitivity to the cultural/ethnic diversity of the service populations.
- f. Must have the ability to pass a background investigation intended to identify factors that may limit effective performance on the job and other areas consistent with local practices and policies.
- g. Must possess interpersonal, problem solving and organizational skills.
- h. Must have completed the minimum 40 hours of entry level training, (Penal Code 13835.10, or as specified under Evidence Code Section 1035-1037.1).

F. **PROJECT NARRATIVE INSTRUCTIONS**

Responses must not exceed the stated page limit for each section. Information submitted in excess of the space limitation will not be read or rated. Each section of the narrative should be double spaced with the exception of the budget, and the Objectives and Activities, which may be single spaced.

Each page should be titled with the appropriate section heading.

1. Problem Statement (3 page limit.)

Provide a description of the problem which will be addressed by the project. Describe the service area, size, population, social factors and incidence of violence against women. Discuss how current resources will be enhanced by the project.

2. Plan (no page limit.)

Describe the project's plan to impact the problem. Describe the qualifications and training of project staff. Applicants are required to submit all three objectives and activities delineated below. Provide a quantifiable measure for each objective, then further detail the activities which will show how the objectives will be met.

Mandatory Objectives:

- a. Increase prosecutions of violent crimes against women as measured by the total number of defendants anticipated (or projected) to be prosecuted by the project;
- b. Achieve vertical prosecution standards as measured by the number of VAW-VP cases to be prosecuted in each of the following categories: True Vertical Prosecution; Major Stages Vertical Prosecution; and Unit Vertical Prosecution;
- c. Reduce specialized caseloads as measured by the average reduced caseload excluding warrant cases for VAW-VP prosecutors and investigators compared to non-project prosecutors and investigators. OCJP requires that VAW-VP caseloads be reduced by a minimum of 1/3 of a non-vertical felony caseload in the local prosecutor's office.

Optional Objective:

- d. Provide victim services as measured by the anticipated number of new victims to be served.

3. Implementation (2 page limit plus chart.)

Describe the project's ability to implement the plan. Describe the program requirements for implementation, including detailed descriptions of organizational qualifications; a narrative description of working relationships with other agencies; and the content of operational agreements. Include an organizational chart in the proposal appendix showing the location and structure of this project within the organization.

G. SPECIFIC BUDGET INSTRUCTIONS

NOTE: These instructions are in addition to those provided in Part II, General Instructions of this RFP.

Five thousand (\$5,000) may be used for a one time only purchase to allow grantees to purchase a computer to track and compile data on services provided to victims. If the applicant currently has a computer dedicated for this purpose, the funds can be used for other allowable expenses.

Applicants must include sufficient per diem and travel for at least one project staff to attend the OCJP Victim Services Conference scheduled for April 6-9, 1998, at the Radisson Hotel in Sacramento. Applicants should budget \$200 for registration fees per person.

Operating expenses and equipment necessary to support the performance of tasks that directly support the goal of the VAW-VP Program to vertically prosecute offenders of violent crimes against women are allowable. Such operating expenses and equipment may reasonably include:

- Typical operating expenses such as office supplies, toner cartridges, telephone, fax, and reproduction costs, etc.;
- Emergency funds to meet emergent needs of a victim such as shelter, food, clothing and transportation;
- Expert witness fees;
- Camera, film, VCR and monitor;
- Computers, software, modems, and printers;
- Training;
- Mileage for outreach, to build a referral network, or investigation;
- Weapons, ammunition, and safety equipment;
- Vehicle lease or purchase; and
- Internet access.

H. PROPOSAL APPENDIX

The appendix should include any additional documents necessary to support the proposal. At a minimum, include copies of the organizational chart and operational agreements. A sample of an operational agreement is contained in Part IV Proposal Forms.

**OFFICE OF CRIMINAL JUSTICE PLANNING
VIOLENCE AGAINST WOMEN ACT (VAWA)
S*T*O*P* (SERVICES*TRAINING*OFFICERS*PROSECUTORS)
VIOLENCE AGAINST WOMEN
VERTICAL PROSECUTION PROGRAM**

Control #:		
Rater #:		
APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS	2%	5%

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	120
2. PLAN	100
3. IMPLEMENTATION	100
4. BUDGET	50

TOTAL 370

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum 120 points)					
a. Does the applicant provide a narrative description of the problem which will be addressed by the project?	0	25	30	35	40
b. Does the applicant describe the service area, size, population, social factors and incidence of violence against women?	0	25	30	35	40
c. Does the applicant discuss how current resources will be enhanced by the program?	0	25	30	35	40
2. PLAN (Maximum 100 points)					
How well does the applicant:					
a. describe the project's plan to impact the problem?	0	7	13	19	25
b. describe the qualifications and training of project staff?	0	7	13	19	25
c. provide a quantitative measure for each objective?	0	7	13	19	25
d. detail the activities which will show how the objectives will be met?	0	7	13	19	25
3. IMPLEMENTATION (Maximum 100 points)					
How well does the applicant:					
a. describe the project's ability to implement the plan?		7	13	19	25
b. describe the project's organizational qualifications?	0	7	13	19	25
c. describe the project's working relationships with other agencies or references to operational agreements?	0	7	13	19	25
d. include an organizational chart and appropriate operational agreements in the appendix?	0	7	13	19	25
4. BUDGET, including budget narrative (Maximum 50 points)					
a. How well does the budget support the proposal objectives and activities?.	0	4	8	10	13
b. How well do the duties, required qualifications, and time commitment of project-funded staff support the proposed objectives and activities?	0	3	7	9	12

	I	II	III	IV	V
c. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities?	0	5	10	20	25

COUNTY POPULATIONS BY JURISDICTION FOR 1995

Alameda

Alameda	78,300
Albany	17,100
Berkeley	104,700
Emeryville	6,450
Fremont	187,900
Hayward	122,200
Livermore	65,400
Newark	40,000
Oakland	383,900
Piedmont	11,150
Pleasanton	57,800
San Leandro	71,500
Union City	58,300
Dublin	26,250
Sheriffs Office	125,100
Other Law Enf.	
TOTAL	1,356,050

Alpine

Sheriffs Office	1,180
TOTAL	1,180

Amador

Ione	7,200
Jackson	3,880
Sutter Creek	2,060
Sheriffs Office	19,800
Other Law Enf.	1,040
TOTAL	33,980
Selma	17,300
Sheriffs Office	188,300
Other Law Enf.	
TOTAL	758,040

Butte

Chico	47,200
Gridley	4,780
Oroville	
Paradise	25,950
Biggs	1,640
Sheriffs Office	105,000
Other Law Enf.	12,400
TOTAL	196,970

Calaveras

Angels Camp	2,840
Sheriffs Office	34,100
Other Law Enf.	
TOTAL	36,940

Colusa

Colusa	5,275
Williams	3,020
Sheriffs Office	9,650
Other Law Enf.	
TOTAL	17,945

Contra Costa

Antioch	74,800
Brentwood	13,200
Clayton	9,400
Concord	111,800
El Cerrito	23,250
Hercules	18,800
Martinez	35,150
Moraga	16,300
Pinole	18,100
Pittsburgh	50,400
Pleasant Hill	31,450

Inyo

Bishop	3,520
Sheriffs Office	15,000
Other Law Enf.	
TOTAL	18,520

Richmond	90,900
San Pablo	25,950
Walnut Creek	62,000
Danville	37,050
Lafayette	23,550
Orinda	16,850
San Ramon	40,650
Sheriffs Office	171,200
Other Law Enf.	
TOTAL	870,800

Del Norte

Crescent City	8,300
Sheriffs Office	20,300
TOTAL	28,600

El Dorado

Placerville	8,825
South Lake Tahoe	23,100
Sheriffs Office	113,000
Other Law Enf.	
TOTAL	144,925

Fresno

Clovis	65,000
Coalinga	9,925
Firebaugh	5,825
Fowler	3,740
Fresno	400,400
Huron	5,525
Kerman	6,725
Kingsburg	8,450
Parlier	9,450
Reedley	19,100
Sanger	18,300

Lassen

Susanville	14,700
Sheriffs Office	16,400
Other Law Enf.	
TOTAL	31,100

COUNTY POPULATIONS BY JURISDICTION FOR 1995

Glenn

Orland	5,625
Willows	6,350
Sheriffs Office	14,600
Other Law Enf.	
TOTAL	26,575

Humboldt

Arcata	16,300
Blue Lake	1,240
Eureka	27,500
Ferndale	1,240
Fortuna	9,825
Rio Dell	2,890
Trinidad	360
Sheriffs Office	66,100
TOTAL	125,455

Imperial

Brawley	21,550
Calexico	24,700
Calipatria	7,275
El Centro	37,800
Holtville	5,550
Imperial	6,950
Westmorland	1,690
Sheriffs Office	34,600
TOTAL	140,115

Monrovia	38,900
Montebello	62,100
Monterey Park	64,000
Palos Verdes Est	13,950
Pasadena	137,100
Pomona	139,800
Redondo Beach	63,900
San Fernando	23,600
San Gabriel	39,600

Kern

Arvin	10,700
Bakersfield	212,700
California City	8,825
Delano	31,450
Ridgecrest	29,000
Shafter	11,000
Taft	6,600
Sheriffs Office	314,440
Other Law Enf.	
TOTAL	624,715

Kings

Corcoran	14,600
Hanford	38,450
Lemoore	16,350
Avenal	12,350
Sheriffs Office	37,050
Other Law Enf.	
TOTAL	118,800

Lake

Clearlake	12,050
Lakeport	4,580
Sheriffs Office	38,650
Other Law Enf.	
TOTAL	55,280

La Mirada	45,800
La Puente	40,400
Lakewood	77,100
Lancaster	121,000
Lawndale	29,450
Lomita	20,100
Lynwood	65,900
Malibu	12,200
Norwalk	99,800

Los Angeles

Alhambra	88,500
Arcadia	52,100
Azusa	43,950
Baldwin Park	73,500
Bell	36,400
Bell Gardens	43,750
Beverly Hills	33,300
Burbank	101,400
Claremont	34,050
Compton	93,300
Covina	45,950
Culver City	40,500
Downey	97,600
El Monte	113,300
El Segundo	16,050
Gardena	56,800
Glendale	193,500
Glendora	51,200
Hawthorne	76,700
Hermosa Beach	18,700
Huntington Park	60,200
Inglewood	116,000
Irwindale	1,090
Long Beach	437,800
Los Angeles	3,638,100
Manhattan Beach	33,900
Maywood	29,150

Madera

Chowchilla	6,600
Madera	34,650
Sheriffs Office	67,600
Other Law Enf.	
TOTAL	108,850

Marin

Belvedere	2,250
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COUNTY POPULATIONS BY JURISDICTION FOR 1995

San Marino	13,400	Palmdale	112,000	Fairfax	7,025
Santa Monica	90,300	Paramount	53,900	Mill Valley	13,750
Sierra Madre	11,150	Pico Rivera	61,100	Novato	46,500
Signal Hill	8,775	Rancho Palos Verdes	4,265	Ross	2,240
South Gate	91,100	Rolling Hills	1,980	San Anselmo	12,150
South Pasadena	24,850	Rolling Hills Est.	8,200	San Rafael	52,400
Torrance	139,800	Rosemead	54,500	Sausalito	7,650
Vernon	80	San Dimas	35,100	Tiburon	8,400
Agoura Hills	21,150	Santa Clarita	129,900	Sheriffs office	87,200
Artesia	16,400	Santa Fe Springs	15,700	Other Law Enf.	
Avalon	3,400	South El Monte	21,750	TOTAL	239,565
Bellflower	65,300	Temple City	33,050		
Bradbury	890	Walnut	31,600	Mariposa	
Calabasas	18,800	West Hollywood	37,200	Sheriffs Office	16,050
Carson	88,100	West Covina	101,900	Other Law Enf.	
Cerritos	55,300	West Lake Vill.	7,825	TOTAL	16,050
Commerce	12,700	Whittier	82,500		
Cudahy	24,400	Sheriffs Office	977,800	Mendocino	
Diamond Bar	56,000	Other Law Enf.		Fort Bragg	6,200
Duarte	21,900	TOTAL	9,331,455	Ukiah	14,700
Hawaiian Gardens	14,500			Willits	5,100
Hidden Hills	1,860			Sheriffs Office	58,520
Industry	690			Other Law Enf.	
La Canada	20,000			TOTAL	84,520
Flintridge					
La Habra Heights	6,550				
Merced					
Atwater	20,900	Salinas	122,500	Fullerton	122,100
Dos Palos	4,360	Sand City	190	Garden Grove	151,400
Gustine	4,140	Seaside	28,300	Huntington Bch	187,200
Livingston	10,450	Soledad	15,700	Irvine	127,200
Los Banos	20,100	Sheriffs Office	99,400	La Habra	54,100
Merced	61,000	Other Law Enf.		La Palma	15,500
Sheriffs Office	77,500	TOTAL	364,595	Laguna Beach	23,800
Other Law Enf.				Los Alamitos	12,300
TOTAL	198,450	Napa		Newport Beach	69,100
		Calistoga	4,710	Orange	119,700
Modoc		Napa	66,900	Placentia	45,000
Alturas	3,160	Saint Helena	5,575	Santa Ana	305,800
Sheriffs Office	6,975	American Canyon	8,900	Seal Beach	26,350
Other Law Enf.		Yountville	3,460	Tustin	63,600

COUNTY POPULATIONS BY JURISDICTION FOR 1995

TOTAL	10,135	Sheriffs Office	29,500	Westminster	82,500
		Other Law Enf.		Dana Point	36,000
Mono		TOTAL	119,045	Laguna Hills	25,000
Mammoth Lakes	5,275			Laguna Niguel	55,600
Sheriffs Office	5,325	Nevada		Lake Forest	57,600
Other Law Enf.		Grass Valley	9,350	Mission Viejo	89,900
TOTAL	10,600	Nevada City	2,830	San Clemente	46,600
		Sheriffs Office	74,750	San Juan	28,950
				Capistrano	
Monterey		Other Law Enf.		Stanton	31,900
Carmel	4,460	TOTAL	86,930	Villa Park	6,375
Del Rey Oaks	1,670			Yorba Linda	57,600
Gonzales	6,050	Orange		Sheriffs Office	179,600
Greenfield	9,325	Anaheim	293,200	Other Law Enf.	
King City	9,900	Brea	34,800	TOTAL	2,624,275
Marina	17,750	Buena Park	72,700		
Monterey	32,200	Costa Mesa	102,100		
Pacific Grove	17,150	Cypress	46,400		
		Fountain Valley	54,300		
Placer		La Quinta	18,050	Ontario	142,400
Auburn	11,450	Lake Elsinore	25,600	Redlands	65,600
Colfax	1,450	Moreno Valley	133,400	Rialto	80,300
Lincoln	7,950	Norco	24,500	San Bernardino	181,700
Rocklin	26,900	Palm Desert	33,450	Upland	66,200
Roseville	59,700	Rancho Mirage	10,550	Apple Valley	52,800
Sheriffs Office	98,525	Temecula	41,850	Big Bear	5,950
Other Law Enf.		Sheriffs Office	380,500	Chino Hills	49,750
TOTAL	205,975	Other Law Enf.		Grand Terrace	13,200
		TOTAL	1,381,830	Hesperia	59,400
Plumas				Highland	40,500
Sheriffs Office	20,450	Sacramento		Loma Linda	21,200
Other Law Enf.		Folsom	41,450	Needles	5,750
TOTAL	20,450	Galt	15,400	Rancho	115,900
				Cucamonga	
		Isleton	830	Twentynine Palms	14,800
Riverside		Sacramento	384,800	Victorville	60,000
Banning	23,850	Sheriffs Office	680,900	Yucaipa	37,450
Beaumont	10,450	Other Law Enf.		Yucca Valley	18,650
Blythe	18,350	TOTAL	1,123,380	Sheriffs Office	281,001

COUNTY POPULATIONS BY JURISDICTION FOR 1995

Cathedral City	35,450			Other Law Enf.	
Coachella	21,050	San Benito		TOTAL	1,589,351
Corona	99,500	Hollister	24,700		
Hemet	52,600	Sheriffs Office	18,670	San Diego	
Indio	42,100	Other Law Enf.		Carlsbad	68,200
Murrietta	34,550	TOTAL	43,370	Chula Vista	153,200
Palm Springs	41,700			Coranado	28,550
Perris	30,500	San Bernardino		El Cajon	92,100
Riverside	243,400	Adelanto	13,350	Escondido	118,300
San Jacinto	23,900	Barstow	22,300	La Mesa	56,600
Calimesa	7,300	Chino	63,400	National City	54,700
Canyon Lake	11,300	Colton	44,500	Oceanside	147,200
Desert Hot Sprgs	14,850	Fontana	103,300	San Diego	1,183,100
Indian Wells	3,080	Montclair	29,950		
Sheriffs Office	788,425	San Mateo		Santa Clara	
Other Law Enf.		Atherton	7,300	Campbell	38,250
TOTAL	2,690,375	Belmont	24,950	Gilroy	34,000
		Brisbane	3,120	Los Altos	27,300
San Francisco		Burlingame	28,100	Los Gatos	28,950
Sheriffs Office	755,300	Colma	1,230	Milpitas	59,700
Other Law Enf.		Daly City	99,500	Morgan Hill	27,950
TOTAL	755,300	East Palo Alto	24,800	Mountain View	71,300
		Foster City	29,300	Palo Alto	58,500
San Joaquin		Half Moon Bay	10,600	San Jose	849,400
		Hillsborough	11,200	Santa Clara	98,000
Escalon	5,275	Menlo Park.	30,200	Sunnyvale	126,100
Lodi	54,500	Millbrae	21,250	Cupertino	43,650
Manteca	44,950	Pacifica	39,150	Los Altos Hills	7,800
Ripon	9,100	Redwood City	71,800	Monte Sereno	3,280
Stockton	33,600	San Bruno	40,450	Saratoga	29,600
Tracy	44,900	San Carlos	27,800	Sheriffs Office	108,500
Sheriffs Office	137,050	San Mateo	91,200	Other Law Enf.	
Other Law Enf.		Sth San Francisco	57,000	TOTAL	1,612,280
TOTAL	529,375	Sheriffs Office	72,585		
		Other Law Enf.		Santa Cruz	
San Luis Obispo		TOTAL	691,535	Capitola	10,800
Arroyo Grande	15,150			Santa Cruz	52,700
Atascadero	24,750	Santa Barbara		Scotts Valley	9,825

COUNTY POPULATIONS BY JURISDICTION FOR 1995

Grover City	12,100	Guadalupe	6,250	Watsonville	34,250
Morro Bay	9,675	Lompoc	41,000	Sheriffs Office	135,400
Paso Robles	21,450	Santa Barbara	89,400	Other Law Enf.	
Pismo Beach	8,175	Santa Maria	68,900	TOTAL	242,975
San Luis Obispo	41,950	Buellton	3,510		
Sheriffs Office	99,100	Carpinteria	14,500	Shasta	
Other Law Enf.		Solvang	5,100	Anderson	8,650
TOTAL	232,350	Sheriffs Office	166,000	Redding	75,800
		Other Law Enf.		Sheriffs Office	76,200
		TOTAL	394,660	Other Law Enf.	
				TOTAL	160,650
Sierra		Santa Rosa	40,175	Trinity	
Sheriffs Office	3,390	Sebastopol	7,525	Sheriffs Office	13,400
TOTAL	3,390	Sonoma	74,075	TOTAL	13,400
		Sheriffs Office	171,850		
Siskiyou		Other Law Enf.		Tulare	
Dorris	890	TOTAL	421,425	Dinuba	14,650
Etna	780			Exeter	8,275
Mount Shasta	3,520	Stanislaus		Farmersville	7,125
Tulelake	920	Ceres	31,100	Lindsay	8,825
Weed	3,080	Hughson	3,530	Porterville	34,550
Yreka	7,175	Modesto	178,700	Tulare	39,750
Lake Shastina	-	Newman	5,750	Visalia	91,300
Sheriffs Office	24,200	Oakdale	14,300	Woodlake	6,125
Other Law Enf.		Patterson	9,600	Sheriffs Office	140,800
TOTAL	40,565	Turlock	49,200	Other Law Enf.	
		Waterford	6,375	TOTAL	351,400
Solano		Riverbank	13,350		
Benicia	27,200	Sheriffs Office	103,400	Tuolumne	
Dixon	13,100	TOTAL	415,305	Sonora	4,280
Fairfield	86,900			Sheriffs Office	48,400
Rio Vista	3,660	Sutter		TOTAL	52,680
Suisun City	25,500	Yuba City	33,900		
Vacaville	84,200	Sheriffs Office	40,175	Ventura	
Vallejo	112,300	Other Law Enf.		Oxnard	153,300
Sheriffs Office	20,200	TOTAL	74,075	Port Hueneme	22,250
TOTAL	373,060			Santa Paula	26,700
				Simi Valley	103,200
Sonoma		Tehama		Ventura	100,300
Cloverdale	5,475	Corning	6,150	Camarillo	58,200

COUNTY POPULATIONS BY JURISDICTION FOR 1995

Cotati	6,500	Red Bluff	13,050	Fillmore	12,800
Healdsburg	9,575	Sheriffs Office	35,230	Moorpark	27,750
Petaluma	47,700	Other Law Enf.		Ojai	8,075
Rohnert Park	38,350	TOTAL	54,430		

Thousand Oaks	112,000
Sheriffs Office	91,500
Other Law Enf.	
TOTAL	716,075

Yolo

Davis	52,600
West Sacramento	30,250
Winters	5,175
Woodland	43,250
Sheriffs Office	20,900
Other Law Enf.	
TOTAL	152,175

Yuba

Marysville	12,550
Wheatland	1,960
Sheriffs Office	47,700
Other Law Enf.	
TOTAL	62,210

STATEWIDE TOTAL 32,184,506

**OFFICE OF CRIMINAL JUSTICE PLANNING
VIOLENCE AGAINST WOMEN
VERTICAL PROSECUTION PROGRAM**

**Competitive Request for Proposals
Proposal Checklist and Required Sequence**

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- r GRANT AWARD FACE SHEET (*General Instructions*)

- r PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)

- r PROJECT NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation

- r PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c

- r PROPOSAL APPENDIX (*General Instructions and Programmatic Instructions*)

**OFFICE OF CRIMINAL JUSTICE PLANNING
GRANT AWARD FACE SHEET**

(OCJP A301)

The Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1)**

hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

(2) Implementing Agency Name

Contact _____ **Address** _____

Telephone ()

(3) Project Title (60 characters maximum)	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum)	(7) Grant Period
	(8) Federal Amount
	(9) State Amount
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum)	(10) Cash Match
	(11) In-Kind Match
	(12) Total Project Cost

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, this Request for Application (RFA) and the OCJP Grantee Handbook. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the Program Guidelines, this RFA, and the OCJP Grantee Handbook.

FOR OCJP USE ONLY

Item:
Chapter:
PCA No.:
Components No.:
Project No.:
Amount:
Split Fund:
Split Encumber:
Year:
Fed. Cat. #:
Match Requirement:
Fund:
Program:
Region:

**(13) Official Authorized to Sign for
Applicant/Grant recipient**

Name:
Title:
Address:
Telephone:()
Date:

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Fiscal Officer, OCJP Date

	Executive Director, OCJP	Date
--	--------------------------	------

(Rev. 5/97)

PREFERENCE POINTS CERTIFICATION

Use this format if one is not provided by the Lead agency.

DATE:

TO: OFFICE OF CRIMINAL JUSTICE PLANNING

FROM: Community Contact
Enterprise Zone Program

SUBJECT: PREFERENCE POINTS

(check only one box)

- ☐ (5%) The applicant named below has targeted this enterprise zone for grant-related activities.
- ☐ (2%) The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, the applicant provides needed services to residents of this community.

Applicant Name: _____

Project Name: _____

Address: _____

Program Zone: _____

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by California Government Code Section 7093.

Print name of Enterprise Zone contact

Title

Signature of Enterprise Zone contact

Date

Address

()
Telephone Number

THE PROJECT NARRATIVE

GOES HERE

No standard forms are provided for the Project Narrative.

See Programmatic Instructions for details.

THE BUDGET NARRATIVE

GOES HERE

No standard forms are provided for the Budget Narrative.

See Programmatic Instructions for details.

BUDGET CATEGORY AND LINE-ITEM DETAIL	
A. Personal Services - Salaries/Employee Benefits	COST

TOTAL	
--------------	--

OCJP-A303a (Rev. 7/97)

BUDGET CATEGORY AND LINE-ITEM DETAIL	
B. Operating Expenses	COST

TOTAL	
--------------	--

BUDGET CATEGORY AND LINE-ITEM DETAIL				
C. Equipment				COST
CATEGORY TOTAL				
PROJECT TOTAL				
FUND DISTRIBUTION	FEDERAL	STATE	CASH MATCH	IN-KIND MATCH

1.	Amount of Funds				
2.	Percentage of Funds				

OCJP-A303c (Rev. 7/97)

**THE PROPOSAL APPENDIX
GOES HERE**

See Programmatic Instructions for details.

COMPUTER PURCHASE FACE SHEET

GRANTEE:

GRANT AWARD NO:

PROJECT TITLE:

GRANT AWARD PERIOD:

From: _____, 19____ to _____, 19_____

Software Cost:

\$

Hardware Cost:

\$

Other Related Items Costs:

\$

Total Proposed Computer System Cost: \$

Total Grant Award Amount: \$

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	Approved	Denied		
	r	r	Program Staff's Signature	Date
Under \$10,000	r	r	Branch Chief's Signature	Date
\$10,000 and over	r	r	Information Systems Branch Chief's Signature	Date
	r	r	Division Chief's Signature	Date

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the _____ (applicant agency) and the _____ (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in _____ (jurisdiction). Both agencies believe that implementation of the _____ proposal, as described herein will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

1. The _____ (applicant agency) project will closely coordinate the following services with the _____ (agency) through:
 - Project staff being readily available to _____ (agency) for service provision through _____ (describe arrangements with the agency);
 - Regularly scheduled meetings _____ (how often) between _____ (persons/positions) to discuss strategies, time tables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of _____ (applicant agency) and _____ (agency), do hereby approve this document.

For _____

For _____

Date _____

Date _____